

APPLICATION FOR EMPLOYMENT FORM

If you have a disability and you require to have this form, or submit the information with regard to this form, in another format e.g. in larger print or on audiotape, please contact us by writing or telephoning the Personnel Department on: 01223 331233 (or 331216).

The information provided on this application form will remain private and confidential and will be used for the purpose of recruitment and selection. Where the application is successful King's College may wish to process this information for personnel administration and business management purposes. Where this is the case, processing will take place in accordance with the provision of the Data Protection Acts 1984 and 1998. Please also note that King's College may approach third parties to verify the information that you have given. By signing this form you will be providing King's College with your consent to all these uses.

The application form, rather than a curriculum vitae (CV), is preferred to ensure that information is presented in a standardised format and that only the details we require are provided. This ensures that all applicants are treated fairly and equally.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully and accurately as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper. On each sheet used, write your name and the post applied for, together with the section you are answering. If any section does not apply to you, please write N/A. If you are handwriting the form, please complete it using **black ink** and **BLOCK CAPITALS**.

Job Details

Job Title:	
Where did you see the job advertised?	

Personal Details

Last Name		Other Names	
Address			
	Postcode:		
Telephone Numbers: Day			
	Business		
	E-mail:		

KING'S COLLEGE, CAMBRIDGE, CB2 1ST

Education

Please complete for schools attended after the age of 11.

School//College/Provider	Qualifications and Grades Obtained	Dates from and to (month/year)
Further Education (Technical College/Evening Class)		
Any craft or other training		
Membership of professional bodies		

Current Employment

Employer Name (or most recent if unemployed)	Employer Address	Job Title	Start and End Dates

Notice Required		Current Salary	
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Current Employment Cont'd

Main Duties and Responsibilities

Reasons for Leaving

Have you previously worked, or applied to work, at King's College? [Yes] [No]
If yes, please give details including dates and position.

Employment History

Please summarise all additional positions held over the last 10 years, since completing your full time education, starting with your most recent positions. If you have no employment record, include details of other work (e.g. voluntary work).

From	To	Employer	Position and Key Responsibilities	Reason for Leaving

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Suitability for Employment

Please outline here why you have applied for this vacancy and how you match the criteria for the job.

If you are unsuccessful in your application for this role, do you wish to be considered for future opportunities in King's College that arise within three months of your application? [Yes] [No]

Please note that some positions at the College require us to undertake a Criminal Record Bureau Check at the time of job offer. Having a criminal record will not necessarily be a bar to obtaining a position with the College.

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Eligibility for Employment in the UK

Are you eligible for employment in the United Kingdom? [Yes] [No]

Please state what original documentation you can provide in order to demonstrate this by ticking against the selected item :

One of:

- British passport
- European Economic Area identity card or passport
- Travel document showing an authorisation to reside and work in the UK

Or both:

- Birth certificate (with names of holders parents)
- Document showing National Insurance number (not temporary)

References

No contact will be made with your referees without your express prior consent.

Current Employer	Penultimate Employer or College Tutor (whichever is more recent)
Name	Name
Position	Position
Company/Organisation Name and Address	Company/Organisation Name and Address
Telephone Number	Telephone Number
Email Address	Email Address
Do we have permission to contact this referee before the interview? [YES] / [NO]	Do we have permission to contact this referee before the interview? [YES] / [NO]
Do we have permission to contact this referee following a verbal offer of employment to you? [YES] / [NO]	Do we have permission to contact this referee following a verbal offer of employment to you? [YES] / [NO]

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I confirm that the information I have given in this application, including any supporting documentation, is correct and complete. I understand that misleading or false information, or failure to disclose any relevant information may be sufficient for cancelling any agreements made or subsequent contracts of employment.

Signature _____ Date _____

Please return this completed application form to the following address together with the equal opportunities monitoring form (completion of which is optional).

**Personnel Manager
King's College
King's Parade
Cambridge CB2 1ST**

**Main Tel: 01223 331100
Main Fax: 01223 331315
E-mail: jobs@kings.cam.ac.uk**